

**City of Blue Lake  
Draft Planning Commission Minutes  
July 20, 2015**

**The Blue Lake Planning Commission Meeting was called to order at 7:00 p.m. at Skinner Store**

**Commissioners Present:** Earl Eddy, Karen Nessler, David Glen, and Richard Platz

**Commissioners Absent:** John Amirkhan

**Staff Present:** City Planner Garrison Rees and City Manager John Bertchtold

**Staff Absent:** Planning Commission Secretary Cheryl Gunderson

**Public Present:** None

**1. Approval of Minutes: June 29, 2015**

- a. Motion (Nessler, Eddy) to approve June minutes as is.
- b. Motion passed unanimously.

**2. Public Input on Non-Agenda Items**

- a. None.

**3. Approval of the Agenda**

- a. Chair Platz noted that Commissioner Amirkhan, who is currently the Vice-Chairman, submitted his resignation from the Commission today. Due to this it was recommended that the agenda be revised to add a vote on a new Vice-Chairman as Item 4.
- b. Motion (Nessler/Platz) to revise the agenda to include a vote on a new Vice-Chairman as Item 4 due to the necessity created by the resignation of the current Vice-Chairman.
- c. Motion passed unanimously.

**Discussion/ Action:**

**4. Planning Commission Action: Vote on new Vice-Chairman**

- a. Motion (Nessler/Platz) for David Glen to be the new Planning Commission Vice-Chairman.
- b. Motion passed 3-0 with Commissioner Glen abstaining.

**5. Planning Commission Discussion: City of Blue Lake Strategic Growth Council (SGC) Sustainable Communities Planning Grant No. 3012-552. Task 2(D) Housing Element Update Discussion.**

- a. Planner Rees presented the current draft of the Housing Element Update to the Commissioners. He described the revisions that had occurred to Section VII (Goals, Policies, and Programs) since the June special meeting including: 1) revising the goals

- to combine the existing City goals with the HCD model goals; 2) emphasizing the statement “...while maintaining the quality living environment and rural character of Blue Lake”; and 3) revising Program 6e to state that the City will conduct a strategic analysis of the Business Park to promote economic development.
- b. Planner Rees went through each revised goal and explained the reasoning for the revisions. During the discussion of Goal 3, the Commission discussed whether the statement “...while maintaining the quality living environment and rural character of Blue Lake” was sufficiently emphasized within Section VII. The Commission chose to go through some of the goals and policies to determine where the statement should be inserted. At the conclusion of the discussion it was decided to insert the statement in the following locations: 1) at the end of Goal 3; 2) at the end of Program 3.3; and 3) at the end of Goal 5.
  - c. After the above described discussion, Planner Rees went through the remaining goals and described the reasoning for the revisions.
  - d. The Commissioners recommended that Section c of Program 5a concerning promoting the conversion of historic residences into multiple units be removed. City Manager Berchtold noted that the conversion of historic residences is an issue that the Council and community have previously expressed concern about.
  - e. The Commissioners recommended that Program 5b be revised to state: “During the effective period of this element the City will review and update its sewer and water ordinances to ensure compliance with SB 1087 (Water and Sewer Service Priority for Housing Affordable to Lower-Income Households). It was additionally recommended that the second sentence of Program 5b be removed.
  - f. Planner Rees will bring the Housing Element back to the Planning Commission with the recommended revisions at the September meeting.

**6. Planning Commission Discussion: City of Blue Lake Strategic Growth Council (SGC) Sustainable Communities Planning Grant No. 3012-552. Task 2(F) Ordinance Update Discussion.**

- a. Planner Rees explained to the Commissioners that Task 2(F) of the SGC Grant includes work on the Zoning Ordinance as well as other existing or proposed ordinances including the draft Grading, Erosion, and Sediment Control Ordinance.
- b. Planner Rees presented the current draft of the Grading, Erosion, and Sediment Control Ordinance to the Commission which incorporates the Commissioners comments from the March meeting and comments received from the Blue Lake Rancheria. The following revisions were made to the draft ordinance: 1) definition of sediment was revised to change the word suppression to suspension; 2) Section F (Appeals) was revised to state that appeals would be heard by a Board of Appeals instead of the Planning Commission; and 3) an inadvertent discovery protocol for archaeological resources was added as Section 2(D). In addition, since the March meeting, the City Manager developed a draft ordinance to establish a Board of Appeals to hear appeals of determinations made by the Building Inspector in implementing the grading ordinance.
- c. Manager Berchtold recommended that definitions of Board of Appeals, City Engineer, and City Planner be added to the definitions section of the draft ordinance.

- d. The Commissioners expressed satisfaction with the current draft of the Grading, Erosion, and Sediment Control Ordinance.
- e. Planner Rees explained that the next step in the process would be to hold a public hearing and make a recommendation to the City Council to adopt the current draft of the ordinance.
- f. Planner Rees presented an overview of the current draft of the Zoning Ordinance to the Commissioners which includes new revisions as well as prior recommendations from the Planning Commission to the City Council from past years that were not heard by the Council within 40 days and therefore expired. The sections containing prior recommendations include Section 602 (Accessory Uses), Section 610 (Off-Street Parking Facilities), Section 618 (Accessory Buildings), Section 627 (Residential Second Units), and Section 707, 712, & 713 (Amendments).
- g. Planner Rees went through the various sections of the ordinance noting which revisions were new and which came from prior Planning Commission recommendations.
- h. The Commissioners recommended that Section 629 (Major Vegetation Removal) be revised to exempt the routine maintenance of vegetation including pruning, trimming, etc. The Commissioners discussed whether circumference or diameter should be used to determine what size tree is defined as major vegetation. The Commission directed staff to revise Section 629(B)(1) to state: "The removal of one or more trees with a diameter of twelve (12") or more measured at four and one-half (4.5') vertically above the ground.
- i. Commissioner Glen expressed concern about the limitation on the number of chicken hens as well as the prohibition of roosters in Section 602 (Accessory Uses). He recommended that property owners with larger lots should be able to have more than twelve (12) chickens on their property. The Commissioners discussed various ways of wording the section to allow more chickens on larger lots. At the conclusion of the discussion, the Commissioners directed staff to revise Section 602 to state: "There may be kept on any lot not to exceed one (1) chicken hen per 1,000 s.f. of lot area to a maximum of sixty (60) chicken hens."
- j. The Commissioners briefly discussed the prohibition of roosters in Section 602. Manager Berchtold noted that several noise complaints had been received over the years concerning roosters in City limits. The Commissioners decided to leave the restriction on roosters in Section 602.
- k. The Commissioners decided to review certain sections of the draft Zoning Ordinance at the next meeting to allow additional time to consider the proposed revisions. These included Section 606 (Home Occupations), Section 610 (Off-Street Parking Facilities), and Section 617 (Yards).
- l. Planner Rees explained that the majority of work remaining during the grant term will be on revisions to the Zoning Ordinance which will be reviewed by the Commission at the August and September meetings.
- m. Chair Platz discussed the upcoming City Council meeting where the Planning Commission Chairman has been requested to attend and update the Council on the SGC Grant progress since the beginning of the year. Chair Platz noted that the Chairman is only one of several Commissioners and should not necessarily speak on behalf of the entire Commission. He recommended that the other Commissioners

attend the meeting as well so the Council could get a broader view of the work being conducted by the Commission. The other Commissioners agreed and stated they would attempt to attend the meeting.

- n. Planner Rees explained that he could give the overview of the grant work to the Council and the Commissioners could supplement the discussion or answer Council questions directed to the Commission.

**7. Miscellaneous Planner Items.**

- a. None.

**8. Upcoming Planning Commission Meetings for the next 3 months will be on August 17<sup>th</sup>, September 21<sup>st</sup>, and October 19<sup>th</sup>.**

- a. All Commissioners in attendance will be available to attend upcoming meetings.

**9. Adjournment by 9:00 pm unless extended by the Planning Commission.**

- a. Motion (Nessler/Eddy) to adjourn.
- b. Motion passed unanimously.
- c. Meeting adjourned at 9:00 p.m.